

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA Program Analysis Division 401 W. Peachtree Street, N.E. Suite 2300 Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received / Application No. / Date Completed JUL 18 1977 75-93-A AUG - 1 1977	
4. Person to Contact Cora M. McFarland		1. Application	2. Dept. Application No.
5. Working Title Division Secretary		6. Telephone Number 586-5108	
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 75-93 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1973 Present	9. Records Series Title (followed by title used in office, if different) Engineering Work Order Authorization files		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Program Analysis is responsible for ensuring that the transit system is developed within the approved time and cost restraints, and administering the necessary control systems and procedures that will facilitate project completion. It also monitors project contracts to include the General Engineering Consultant for adherence to cost, schedule, and performance objectives. Additionally, the Division of Program Analysis administers information systems to provide the necessary and appropriate progress reports, cost reports and performance evaluations.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Engineering Work Order Authorizations submitted by PBTB for work to be performed by either PBTB or subcontractors; indicating the scope of work, cost, schedule, etc. Included are: Program Analysis correspondence, individual work orders, and billing data File is arranged: Numerically by work order number			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 20 ; Thirteen to twenty-four months old 1 ; twenty-five months and older 1 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) 2 boxes per year			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? Class "B"
X		d. Does this series have historical or long term research value? UMTA Required
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

See page III D-41 of External Operating Manual

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

OTHER: Upon completion of work order, place in closed work files; then hold in the current files for six months then transfer records to the Authority's Record Center; ~~to be held for~~ three years past the project completion; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS			
Approved	Department Records Management Officer	Date	7/13/77
Approved	Legal Counsel	Date	7.14.77
Approved	Division Head/Designee	Date	7/12/77
Approved	Division of Audit	Date	
Approved	Department Head/Designee	Date	7/13/77
Approved	Department of Archives and History	Date	7-29-77
Approved	Records Management Analyst	Date	7/13/77
Approved	MARTA Management Advisory Committee	Date	

APPLICATION FOR RECORDS DISPOSITION STANDARD

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INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Transit System Development Design & Engineering Division 1300 Equitable Building 100 Peachtree Street, N. W. Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 26 1975 75-93 APR - 4 1975			
4. Person to Contact Neal Malone			5. Working Title Engineering Technician		6. Telephone No. 586-5034	
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD: RECORD WILL CONTINUE TO ACCUMULATE. </div> <div> <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS: NO FURTHER ACCUMULATION ANTICIPATED. </div> </div>						
8. Earliest & Latest Dates of Series 1974 & Prior		9. Exact Series Title Engineering Work Order Files				
10. What is the function of the office in which this record series is created? The Division of Design & Engineering is responsible for managing work programs of the general engineering consultant and other appropriate technical consultants by monitoring progress, reviewing, and approving the work performed. It ensures community involvement by coordinating with community relations and by providing technical liaison and preparation of necessary agreements with local public works departments, utilities, railroads, and professional societies. Additionally, the Division of Design & Engineering is responsible for reviewing and approving technical service contracts & subcontracts entered into by the general engineering consultant for architect-engineering design services, surveys, system safety and reliability designs, system security designs, soil borings and tests, and all other technical services.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <div style="margin-top: 10px;"> Documents relating to: Engineering Work Order Authorizations submitted by PBTB for work to be performed by either PBTB or subcontractors; indicating the scope of work, cost, schedule, etc. </div> <div style="margin-top: 10px;"> Included are: The work order forms & correspondence relating to these work orders. </div> <div style="margin-top: 10px;"> File is arranged: Numerically by work order number. </div>						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 4	Cu. Ft. of Records 8	Annual Rate of Accumulation 1 2		
Legal-size File Drawers		No. of Drawers 12	Cu. Ft. of Records 2	Floor Space Occupied (Square Feet) 12		
AVERAGE DAILY REFERENCES		This Year's 30	Last Year's 25	Preceding Year's 20	All Prior Year's 20	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. ☐ ☒ Is this the Record Copy of the series?

14. ☒ ☐ Is there a duplication of this series in another office or agency?

Program control has record copy

15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.

16. ☐ ☒ Does the series contain classified information requiring security handling?

17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?

18. ☒ ☐ Could the function be performed if the files were lost or destroyed?

19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. ☐ ☒ Does the record series provide data as input to an EDP file?

21. ☐ ☒ Does the record series contain documentation produced as EDP printout?

22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?

23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 1 year(s)

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☐ Hold in the current files area _____ month(s)/ 1 year(s)
- ☐ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 1 year(s); Then Destroy.
- ☐ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

This is primarily a reference file for Design & Engineering, showing this Division's disposition of work orders submitted by PBTB. After work orders have been dispositioned there is little need for future reference since program control has record copy.

26. APPROVALS

Approved Department Records Management Officer.

Date

Deborah A. Morris 3-12-75

Approved Legal Counsel

Date

Wayne P. Crowder 3-20-75

Approved Division Head/Designee

Date

John Weston 3-13-75

Approved Division of Audit

Date

William V. Canale 3-21-75

Approved Department Head/Designee

Date

RP Tolt 3/19/75

Approved MARTA Management Advisory Committee

Date

Approved Records Management Analyst

Date

Douglas M. Hester 3/19/75

Approved Department of Archives and History

Date

Carroll Hart 4-4-75